First Meeting of Semester!

Attendance:
Gillian
James
Brendan
Sarah
Paul
Cristina
Alya

ANNOUNCEMENTS

1. MEETING LAYOUTS:
   a. Pre-Meeting: submit discussion materials to asa-secretary at least 2 days early
   b. General announcements: (very general) to be announced at beginning of meetings
   c. Individual reports: more orderly way of going over topics, lead by those in charge, to follow the general announcements
   d. Discussion and voting: to follow individual reports

2. RULES/PROCEDURES:
   a. ASA Exec Powers to Individuals: powers of board are invested in individuals who will then be responsible for responding to emails corresponding with their powers
   b. Email Lists:
      i. Asa-exec@mit.edu is publicly archived. Anyone can find all emails to this address—don’t use for private information (e.g. accounts numbers, complaints about groups, etc.)
      ii. Asa-internal@mit.edu is for all discussions for only members (not archived)
      iii. Asa-president@mit.edu, asa-treasurer@mit.edu, asa-secretary@mit.edu are sent straight to those individuals for their respective responsibilities.
   c. Voting over email: subject will read “MOTION” or “APPROVE” to asa-internal@mit.edu, need six (?) responses to approve.
   d. Redirecting information/questions: redirect information and questions pertaining to a job/project to the person in charge of that job/project
   e. Meeting with Administrators (Larry, Phil, Jed): go through James to schedule an individual meeting or go with James to his monthly or weekly meeting(s)
   f. Regular ASA Meeting Time (Biweekly): keep floating meetings so that we’re not always missing the same two people

3. LARGE PROJECTS FOR THE YEAR:
   a. Office Space Allocations
i. James is working with Paul and UA space planning committee, Jess Sundberg, on this
ii. Want a bigger, long term arrangement for more space—planning ahead!

b. Improving Group Processing
   i. Where are the kinks? Find them ==> Speed up the process
   ii. Have groups sign a contract that includes basics of most constitutions every year instead of individual constitutions? (keeping their own mission statement, of course)

c. New Database
   i. James on this, again. Anyone else interested in helping? (Alya?)
   ii. We need something simpler than what is currently there!

4. RECURRING PROJECTS
   a. Bulletin Boards: Sophia
   b. New Group Recognitions: Alya
   c. CPW Midway: James, Gillian
   d. Disputes/Miscellaneous Issues: try to minimize disputes/complaints with improvements this year!

INDIVIDUAL REPORTS

JAMES

- Midway was a success!
  - Survey for e33’s success, do it again next time…discuss $ with them
  - No table request issues

- Circle K and BICSO merged to MIT service

- 15 groups derecognized:
  - Aerospace Transport Association
  - Class of 2006
  - Class of 2007
  - Danzan Ryu Jujitsu Club
  - Electronic Gaming Group, MIT
  - MIT/DL Bridge Club
  - Plyos Club
  - Poker Club, MIT
  - Running Club, MIT
  - Sloan Jewish Student
  - Snowboard Team
  - Songwriting Club, MIT
  - Swass Distribution
  - Tiny Tech Club
  - VaNTH Student Leadership Council
BRENDAN
- LEF/ARCADE happened.
  - Next step: allocation appeal process, Shan and Brendan on this
- Mailboxes: nothing yet, was sick, will be done in next 2-3 weeks

SOPHIA - not present.

ALYA
- GSC funding board meeting (this past Friday) for fall allocations went well
- Tons of new group requests, meetings for six scheduled for Wednesday, 26th
  - Any member interested welcome to attend these such meetings
  - One or two more meetings to follow for rest of new group and secondary (?) meetings

GILLIAN
- Working with James and anyone else interested to figure out a better way to search through asa minutes --new system!
  - Input welcome!
  - E.g. how to find every conversation/meeting with a particular group over the last few months without having to open and search every minutes within that time period
  - Like a google search for the minutes?
- Willing to help/lead cpw midway

CHRISTINA
- CAC meeting on Wednesday, 26th

DISCUSSION/VOTING

OPEN FLOOR
- hazing forms
  - form online that will read certificates—needs to look prettier
  - president goes in, submits group, and checks off agreeing not to haze, etc.
  - yay no giant hammermill bucket filled with constitutions and hazing forms!
- T party
  - UA needs to coordinate with GSC (no new grad students attended?)
  - Happens before recruitment, very confusing…
  - Could the evening belong to REX?
  - Sarah is investigating…
- Forward emails corresponding to someone else’s job through reply or forward to that person—he/she can update at the meeting
- “we’ll get back to you” emails, cc asa-president, asa-exec, or asa-internal???
  - James on this.
- ASA bulletin board in the infinite is locked. Sarah, please help us get in:
  - How to get in
  - Start putting up things for this year
  - Figure out if we can get a key for the lock/have it removed/replaced
f) **Sidenote:** James’s calendar is on tectime. Search full name to find it.

Motion to adjourn. 10:27. GOODNIGHT!